



## Equipment, Studio, Lab and Textbook Use Policy

### USE OF TEXTBOOKS

1. General Education textbooks are loaned to **individual students** through the school store. These books will be loaned for the duration of the semester in which you are taking the class and must be returned in good condition at the end of the semester.
2. Any damage to or loss of a textbook will result in paying for the **full replacement cost of a new textbook**.
3. You are responsible for returning all textbooks that you sign out. Treat them as you would treat a book belonging to your employer.
4. Textbooks **must be returned to the school store prior to the end of each semester**. If you fail to return a textbook by the end of the first week of the following semester, you will be charged for the cost of a new textbook. If you have not returned your textbook from the previous semester, you will not be able to sign out any equipment or textbooks until that book is paid for or returned to the school store.
5. *Only one copy of each required textbook per student may be signed out for the semester.*

### USE OF DIGITAL LABS

1. Computer labs are open from 8:30 am-11:30 pm Monday-Thursday and 8:30 am-5:30 pm on Friday during normal school days.
2. Room 209 (Avedon Lab) MAY ONLY BE USED BY 2ND YEAR PHOTO STUDENTS!!!
3. Room G10 (Weston Lab), and the Library MAY BE USED BY ALL STUDENTS.
4. Room 201 (Adams Lab) MAY BE USED BY 1ST AND 2<sup>ND</sup> YEAR PHOTO STUDENTS ONLY.
5. If there is a lab class, those students have priority in the lab. You may ask the instructor in charge of the class if you can use a computer station during their class. It is at the full discretion of the instructor as to whether you may use the computer.
6. Before using the station, check the condition. If it is not acceptable, report to the school store before you begin. You will be held responsible for trash and misplaced or damaged items when finished.

7. To use a computer station you must go to the school store where you will be given a tag for that computer. You must have your student I.D. to sign out a computer station! When you are finished, you must return your tag to the school store.
8. If you leave your computer station for more than 30 minutes, it will be considered open and signed out to the next person in line. If you plan to leave the station to get dinner or to take a break, you must return your tag to the school store. (This is for fairness to all students in need of a computer station.) ***You cannot pass your tag to another student!*** You must return it to the school store where it can be signed out to another student.
9. You are responsible for returning all checked out equipment and leaving the lab/station in neat, clean, and working condition. Do not leave any prints or copies at your station or the printer. If there is any waste paper, please put it in the recycling bin. Treat this space as you would treat your place of business or employment.
10. NO CONSUMPTION of food or drink is permitted in the digital lab at any time.
11. NO SMOKING IN SCHOOL BUILDING, STUDIOS, OR LABS!!!

## USE OF PAPER CUTTERS/MATTE CUTTERS

1. Paper cutters and matte cutters are located outside of Rooms 210, 209 and 208.
2. If you are using a matte cutter, you must go to the school store to sign out a beveled or straight blade to cut your mattes.
3. Both matte and paper cutters can be used by photo and graphic students. Please make sure to ***clean up any paper trimmings or scrap mattes when you are finished with your work.***
4. Please keep these areas neat and clean at all times.

## USE OF LOCKERS

1. Make sure you only use a lock distributed from Antonelli. No personal locks are permitted on a locker.
2. Lockers are to be cleaned out at the end of the spring semester. Any belongings left in a locker after the school year has ended will be thrown out.
3. If you lose your combination, please see the school store for help.

## RESERVING PHOTOGRAPHIC EQUIPMENT

1. Photo Students may reserve photographic equipment for overnight or weekend use. Equipment may be reserved up to one school week (5 calendar days) in advance. Due to the limited amount of equipment available, all reservations are on a first come, first served basis. Students may place a reservation in the overnight sign-out book located in the school store. Students can *reserve* equipment ONE TIME A WEEK per category. However, if overnight

equipment is not reserved by 12:30pm that day, it is considered open to a student who has already made a reservation that week.

2. The person reserving the equipment **MUST** be the person using the equipment and is **THE PERSON WHO WILL BE HELD ACCOUNTABLE FOR LOSS OR DAMAGE TO THE EQUIPMENT**. Only the person reserving the equipment may pick up reserved equipment, unless prior arrangements have been made with the store manager.
3. All equipment checked out overnight from the school store **MAY BE PICKED UP BETWEEN 12:30-5:00 PM** on the afternoon it is being borrowed (unless said equipment is being used for a class demonstration). That equipment **MUST BE RETURNED BY 9:00 AM** the next morning. Likewise, all equipment checked out for the weekend **MUST BE RETURNED BY 9:00 AM MONDAY** morning. It is your responsibility to return the equipment on time. **NO EXCEPTIONS!** If you find yourself running late, you **MUST CALL** to inform a school store employee (215-948-9220) by 8:45 AM. Students who continuously return equipment late will lose overnight borrowing privileges, i.e., **3 late returns per semester will result in loss of overnight privileges.**
4. Reserved equipment is subject to being issued to another student if the equipment is not picked up by 5:00 PM unless the student has notified the school store manager and made other arrangements.
5. Holiday weekends – equipment may be checked out for the extended weekend (unless a school event is being held that weekend). However, equipment may not be checked out for Winter/Summer Breaks.

## **AVAILABLE EQUIPMENT FOR FIRST YEAR STUDENTS:**

Hot light kits, 4x5 Cameras, Tripods, 90mm lenses (for 4x5), Reflectors, Light Scrims, Backgrounds, Background Stands, Changing Bags, 35mm Cameras, etc. Strobes are available second semester (only one strobe per first year student.)

## **AVAILABLE EQUIPMENT FOR SECOND YEAR STUDENTS:**

White Lightning Kits, Alien Bee Kits, Gels, Radio Slaves, Card Readers, etc. (B&W equipment is available to second year students.)

## **STUDENT USE OF PHOTOGRAPHIC EQUIPMENT**

1. **YOU MUST HAVE YOUR I.D. CARD TO CHECK EQUIPMENT OUT OF THE SCHOOL STORE!** Each student and faculty member is issued a barcode on their I.D. card that is used for checkout. If the student does not have their I.D. with them for checkout, there will be a 50¢ charge (good for one day). **REPRINTS OF I.D. CARDS ARE \$5.00 EACH!** (*Prices subject to change.*)
2. Photographic equipment issued for use during school hours cannot be set up and left unattended. If you leave the area you are working in for lunch, class, etc., the equipment or

computer you are using/borrowing will be returned to the school store for re-issue to another student.

3. No student may sign out equipment for another student.
4. Students may not double-up on equipment that is issued in a single manner.(i.e., 2 lenses, 2 negative carriers)
5. **You must report any damage (to a store employee) that may have occurred while equipment is in your possession.** If there is any damage found to equipment after you have returned it to the store, you will be charged for the cost of repair or replacement. You are responsible for the safe return to the school store of all the equipment you sign out.
6. Equipment exchanges between students are not permitted without consent of a school store employee.
7. You must check the condition of your equipment when you sign it out and back in. ***Check all equipment before you leave the school store.*** Store employees will check the condition of equipment when you return it as well.
8. ***All equipment must be returned to the store personnel. NO EQUIPMENT IS TO BE LEFT OUTSIDE THE SCHOOL STORE. You are responsible for the safe return of all equipment.***
9. All equipment being used in school is due back 30 minutes before school closes.
10. ***Equipment and computers cannot be signed out past 10:30 pm Monday –Thursday and 5:30 pm on Friday.***
11. If you put **tape on any equipment, light stands or studio walls** you must remove it when you're finished shooting. If any tape is found on any of the above, you will be charged with a late return (3 lates equal a loss of equipment privileges.)

## USE OF SCHOOL STUDIOS

1. Studios are open from 8:30 am-11:30 pm Monday-Thursday and 8:30 am-5:30 pm on Friday during normal school days.
2. Studios A (Room 204) B (small w/doors) & C (Room 212) may be reserved up to one school week (5 days) in advance. The studios may be reserved in 2 hour time slots as long as that time does not interfere with any class or has not been reserved by another student. If the student does not show up within *15 minutes* of his/her reserved time to use the studio and has not called the school store to make other arrangements, that studio is then open to the next student in line. THE STUDIO MAY ONLY BE RESERVED ONCE A WEEK PER STUDENT!!
3. To use Studio A, B or C, you must first report to the school store and sign out the studio.
4. Before using the studio, check the condition. If it is not acceptable, report to the school store before you set up. You will be held responsible for trash and misplaced or damaged items

when finished. Make sure to put back any light stands, hot lights, furniture and seamless backgrounds you have used in the studio.

5. Studio lighting is available on a first come, first served basis. 1st & 2nd floor tabletop studios are also on a first come, first served basis. Studio Classes have priority!
6. You are responsible for returning all checked out equipment and leaving the studio in clean, working condition. Treat this studio as you would your own or your employer's studio.
7. NO CONSUMPTION of food or drink is permitted in the studios at any time. Food and drink are only permitted in studios as legitimate props. NO SMOKING IN SCHOOL BUILDING, STUDIOS, OR LABS!!!
8. If you are using seamless paper in the studio, please be respectful and not waste any unnecessary paper. Please be careful not to rip, tear, or damage any backdrops while you are using them.
9. Heavy duty studio light stands must stay in the studios/classrooms. They may not be taken outside of school for shooting.
10. Formica sheets for tabletop shooting are for second year photo students only! They are to be stored behind the cabinet in the small downstairs studios when not in use.

## **USE OF B&W LAB**

1. Lab is open from 8:30 am-11:30 pm Monday-Thursday and 8:30 am-5:30 pm on Friday during normal school days.
2. To use the school B&W Lab, you must first report to the school store to check enlarger availability. FIRST check out your enlarger and equipment needed, then go to the appropriate enlarger in the Darkroom and place your things there.
3. If you are processing film, do NOT place your backpacks, books, etc. at an empty enlarger. Place your things on the shelves beneath the enlargers or in your locker.
4. DO NOT LEAVE YOUR ENLARGING EQUIPMENT AT YOUR ENLARGER WHEN YOU ARE NOT ACTIVELY PRINTING. If you need to go for lunch, go to class or anywhere else, you MUST return all equipment to the school store first!!!
5. If there is a lab class, those students have priority in the lab. The lab is open to all students on weekdays (when there is not a lab class) and evenings (except for Fridays when lab closes at 5:30 pm.)
6. Report any problems/issues with enlargers, chemistry, or water temperature to the school store staff as soon as possible.
7. DEVELOPING TANKS, TRAYS AND 4X5 HANGERS must be rinsed and dried when they are returned to the school store. WET equipment will not be accepted by the school store.

8. If any processing tanks/hangers/processing trays are found in the film drying cabinets (or darkroom) at the end of the school day, you will be charged with a late return. **(3 lates equal a loss of developing tank/hanger privileges.)**

**\*\*SIGN OUT EVERYTHING\*\***

Equipment, Studios, B&W Lab and Computer Labs all must be signed out for use with your I.D. in the school store. DO NOT PLACE ANY BELONGINGS IN THE STUDIO OR LAB YOU ARE PLANNING TO USE UNTIL YOU HAVE SIGNED IT OUT IN THE SCHOOL STORE WITH YOUR I.D.!

THANK YOU FOR YOUR COOPERATION!